



PATUXENT RIVER, MARYLAND 20670-1139

PLAN OF THE WEEK

18 SEPTEMBER 02 – 25 SEPTEMBER 02

ALL ORDERS, INSTRUCTIONS AND ITEMS OF PERTINENT INTEREST SET FORTH HEREIN WILL BE ANNOUNCED AT DEPARTMENT/DIVISION MEETINGS. ALL HANDS ARE RESPONSIBLE FOR READING THE PLAN OF THE WEEK AND OBEYING APPLICABLE ORDERS.

COMMANDER:	VADM J. W. DYER
VICE COMMANDER:	RADM C. H. JOHNSTON
COMMAND MASTER CHIEF:	CNOCM CONNOR, 7-7985
COMMAND CAREER COUNSELOR:	AE1 MURACH, 7-7842
DRUG AND ALCOHOL ADVISOR:	AMC(AW) YOUNG, 7-8293
OMBUDSMAN:	MRS. REBECCA CONNOR, (301) 863-1827
SECURITY MANAGER:	MR. J. CODY, 7-2930
COMMAND MANAGED EQUAL OPPORTUNITY OFFICER:	LCDR K. J. GARBE, 2-2683
SENIOR ENLISTED SECTION LEADER:	ADCS(AW) MUFFLEY 7-9137
NAVAIR DUTY OFFICE:	7-6100
NAVAIR CDO (PAGER):	301-872-7471
NAVAIR INSPECTOR GENERAL HOTLINE:	(301) 757-1168
NAVY FRAUD, WASTE, AND ABUSE HOTLINE:	1-800-522-2451
NAVY SEXUAL HARASSMENT ADVICE LINE:	1-800-253-0931
NAS PATUXENT RIVER, FRAUD, WASTE AND ABUSE HOTLINE:	(301) 342-7519
NAVAIR MILITARY SUPPORT SERVICES WEB SITE:	Http://hro.navair.navy.mil/military
BUPERS HOME PAGE:	Www. bupers.navy.mil
UNIFORM OF THE DAY:	NASPAXRIVNOTE 1020 Refers

CARRY OUT DAILY ROUTINE WITH THE FOLLOWING ADDITIONS AND/OR DELETIONS

NAVAIR CDO WATCHBILL

WED	18 SEP	CDR RIXEY
THU	19 SEP	CDR SCHWARTZENBURG
FRI/SAT/SUN	20/21/22 SEP	CDR RUCCI
MON	23 SEP	CDR ORREN
TUE	24 SEP	CDR BEAULIEU
SUPER:	16-22 SEP	CDR LOGAN
SUPER:	23-29SEP	CDR H. JACKSON

TIPS TO AVOID COMMON TELEPHONE SCAMS: The more you know about the various telephone scams, the easier it is to protect yourself. Here is a tip that may help you identify and avoid telephone fraud.

Revealing your calling-card number: Your calling-card number is like money in the bank to scam artists who can use it to sell long-distance calls to locations around the world. Here is an example of a potential scam that may con you out of your calling-card number. The caller may tell you that your calling-card-number has been deactivated in error and that he needs you to "verify" your number so it can be reinstated in the system. Never give your calling-card number to anyone over the phone no matter how convincing they sound.

NOVEMBER GENERAL ELECTION INFORMATION: If you haven't yet submitted your Federal Post Card Application (FPCA)/SF-76, Request for Registration and/or Absentee Ballot for the 05 November General election, you may still have time. Find out if your state's deadline has passed by following this link <http://www.fvap.ncr.gov/vag/vagchapter3.html> to the Federal Voting Assistance Program's (FVAP) web page for State Absentee Registration and Voting Procedures. (You'll need Adobe Acrobat Reader to view the document.) Scroll down to your state's name, click, and read!

FPCA's are available, postage-paid, from LCDR Kathy Garbe at NAVAIR HQ. Most states also now accept the On-line Version of the FPCA (OFPCA); however, unlike the postage-paid cardstock FPCA, users of the OFPCA must provide their own envelope and postage. The on-line version

is available 24/7 at <http://www.fvap.ncr.gov/othertools/onlinefpca.html> . State-specific instructions will guide you in proper completion of your state's OFPCA.

Whether you choose the FPCA or OFPCA, you have the tools to take advantage of this opportunity to register and request your ballot. Many of you also have family members who would benefit from the services of the Voting Assistance Program. Please share this information with them. POC is LCDR Kathy Garbe at 342-2683 or garbekj@navair.navy.mil.

NATIONS NIGHTCLUB OFF-LIMITS DECLARATION: From 1999 until the present, 91 service members apprehended for the use, sale, and/or possession of illegal drugs in the National Capital Region (NCR) have stated that they obtained these drugs at Nations Nightclub in Washington, DC. After investigation by each of the joint service criminal investigation agencies and pursuant to OPNAVINST 1620.2A, effective 22 August 2002, Nations Nightclub in Washington, DC has been placed off-limits to all Navy personnel. Similar action has been or is being taken by the regional commanders of the other joint services. All Naval military personnel are prohibited from entering Nations Nightclub as long as this off-limits order is in effect. This order is punitive. Military personnel who violate this order are subject to disciplinary action under Article 92, Uniform Code of Military Justice. Reference is COMNAVDIST WASHINGTON DC message 271500Z AUG 02.

POW MIA RECOGNITION DAY: National POW/MIA Recognition Day is traditionally observed on the third Friday in September. For 2002, President Bush is expected to sign a proclamation designating **20 September** as POW/MIA Recognition Day. Ceremonies and activities in support of national POW/MIA Recognition Day should honor all former prisoners of war, Service members and civilians, who remain unaccounted-for, as well as their families. Commands can observe POW/MIA recognition day by:

- A. Actively promoting, supporting and participating in national POW/MIA recognition day ceremonies on 20 September 2002, inviting former POW(s) or POW/MIA family members to these ceremonies as guests of honor.
- B. Flying the POW/MIA flag at military installations.
- C. Establish a display or memorial honoring POW/MIA personnel.

Throughout our history, Americans have fought to protect the Freedoms and liberties that our nation represents and our people enjoy. "Freedom is not free" and in this age of world crisis, no one is immune to the devastation of war.

Join now in honoring all Americans who have suffered so much in defense of freedom. To the families of the men and women who have failed to return home from war, we renew our pledge to continue our efforts to resolve their fate. To our fallen comrades we promise: "You are not forgotten."

For further information on POW/MIA matters or suggestions for POW/MIA Recognition Day ceremonies, contact PERS-62P at (901) 874-4302/3/5/6/DSN 882 or visit the Defense Prisoner of War/Missing Personnel office web site at <http://www.dtic.mil/dpmo/>.

***** CORRECTED NOTE*** SEPTEMBER WILL BE THE LAST MONTH FOR PRINTED LEAVE AND EARNING STATEMENTS:**
Due to funding and billet cuts, PSD Pax River will no longer be printing and distributing Leave and Earning Statements (LES) after the September print. Beginning with the October LES, members will be required to use the Employee/Member Self Service (E/MSS) for viewing/printing of LES's. E/MSS may be accessed 24 hours a day, 7 days a week through the Internet at <http://www.dfas.mil/emss>. Access requires a Personal Identification Number (PIN). To establish a PIN, members must follow the instructions on the DFAS Web site or contact the E/MSS customer support unit at 1-800-390-2348 from 0700-1930 EDT, Monday through Friday.

E/MSS allows all Military and Civilian Department of Defense Employees access to their official pay account using either an Interactive Voice Response Telephone System (IVRS) or the Internet. Once they establish their unique personal identification number (PIN), members may access E/MSS to:

- A. View/Print their current and two previous leave and earnings statements (LES).
- B. Change their federal income tax withholding
- C. Update information for electronic funds transfer to their selected financial institution.
- D. Enroll in the thrift savings plan (TSP) during open season or within 60 days of joining the service. Members may change the percentage of basic pay/incentive pay/special pay contributed during open season, start or change bonus pay at anytime if already contributing to TSP and cancel contributions at any time.
- E. View status of travel claim payment processing for vouchers paid after 2 October 2001. Travel vouchers can be accessed by searching on the date paid, a date range, or by the last six positions of the travel order number.
- F. Change personal identification number (PIN) for both E/MSS and IVRS.
- G. Future E/MSS enhancements will enable members to execute state tax changes; start, stop, and change savings bond allotments; and view/print W-2 forms.

Questions may be directed to PN1 Hedrick at NAVAIR's Military Personnel Office. He can be reached at 2-3719.

NATIONAL HISPANIC HERITAGE MONTH: National Hispanic Heritage Month will be observed from 15 September to 15 October 2002. The theme for this year's observance is "Hispanic Americans: Strength in Unity, Faith, and Diversity."

Hispanic Americans have enjoyed a rich military heritage in defense of this nation and have made significant contributions to our nation's history. Hispanic Americans have a proud heritage that all military leaders of the twenty-first century can emulate. "Hero Street, USA," formerly named Second Street, located in Silvis, Illinois, earned its name because of the sacrifice eight young Hispanic American men of Mexican descent made when they gave their lives in World War II and the Korean War. The patriotism these men displayed has continued throughout the years. Recent contributions to the Hispanic community were recognized in May 2002, when LCDR Angel R. Rivera, USN, and AVCM(AW) Robert Mireles, USN, were awarded the prestigious National Image, Incorporated Meritorious Service Award for their outstanding contributions to the Hispanic community and the U.S. Navy. Valuing the diversity of each individual and fostering an atmosphere of inclusion is crucial to the continued success of the U.S. Navy.

The purpose of this observance is to increase our awareness and understanding of Hispanic Americans and honor their contributions to our society. All commands are strongly encouraged to celebrate Hispanic Heritage Month through educational programs, exhibits, publications, and participation in military and community events that recognize the diversity of our American heritage. Visit web Site www.persnet.navy.mil/pers00h/observances.html for information on cultural observance months. POC is LCDR Deborah Brown at (901) 874-4283/DSN 882 or e-mail: P00h1@persnet.navy.mil.

FALL 2002 PRT CYCLE: Start now! Beat the rush! If you have not been adhering to the CNO Directed three times a week exercise program, don't wait for the last minute. Mark your calendars now for the upcoming semi-annual PRT cycle! The FALL 2002 PRT schedule is as follows:

5 August 2002-14 October 2002 -- Risk Assessment and Medical Screening

21 October 2002 -25 October 2002 (0630-0830) - Weigh-Ins at the Drill Hall, (Body Composition Assessment)

28 October 2002- 01 November 2002 - PFT Testing (Run/Swim, Curl-Ups, Pushups, Sit-Reach at the Cedar Point Beach Pavilion from **0800-1000**. (SWIMMERS AT **0800 ONLY**.)

Report to your Competency/PMA PRT Representative ASAP to do your Risk Factor Screening. This **MUST** be done prior to the weigh-ins and **MUST** be done prior to any medical screenings required. The only form Medical will accept for Medical Screenings will be the SF 600 printed directly from the PRT Program by your Competency/PMA Rep. **YOU MUST HAVE A CURRENT PHYSICAL EXAMINATION TO PARTICIPATE.** Failure to maintain or update your physical will result in a non-participant status for the upcoming PRT Cycle and Service Record/EVAL/FITREP entries as directed by OPNAVINST 6110.1F. Non-participation in testing is also a failure and will be documented accordingly via page 13 entries and other means as required by the OPNAVINST 6110.1F.

NAVY REGULATIONS: 1020 Exercise of Authority. All persons in the naval service on active service, and those on the retired list with pay, and transferred members of the Fleet Reserve and that Fleet Marine Corps Reserve, are at all times subject to naval authority. While on active service they may, if not on leave of absence except as noted below, on the sick list, taken into custody, under arrest, suspended from duty, in confinement or otherwise incapable of discharging their duties, exercise authority over all persons who are subordinate to them. For more information contact LN2(SW/AW)Nicholle Smith, Legal Clerk at DSN 342-1934.

FLEET AND FAMILY SUPPORT CENTER UPCOMING SEMINARS: The seminars are open to active duty, retired military personnel and their family members, and DOD Civil Service employees and their spouses. There is no charge; however, reservations are necessary, as seating is limited. Also, FFSC will bring professional/general development training to your organization that meets your needs, whenever you need them. Please call FFSC at 342-4911 for reservations or for more information. For further information see the monthly newsletter.

Marriage 101 –September 12,19,26, 1600-1700

Welcome To Pax-September 18, 1730-2030

Pre-Retirement Medical Benefits (At Medical Clinic) September 19, 1530-1630

K. J. GARBE

Division Director, Military Services